

Action Plan Template

Implementing *Shaping the Way We Teach English*

Purpose: To develop a “script” for implementing this course in our country/region

Directions: Use this template to develop an action plan for each goal identified by the working group. Be ready to report out to the group at the closing session. Your report should last 5-10 minutes.

GOAL STATEMENT: _____

Tasks/Action Steps <i>(What will be done?)</i>	Responsibilities <i>(Who will do it?)</i>	Timeline <i>By when? (Day/Month)</i>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

Evidence of Success (*How will you know that you are making progress?*)

Evaluation Process (*How will you determine that your goal has been reached?*)